

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS  
WESTERN DIVISION

RATE AND INFORMATION SHEET  
BID TO PROVIDE AMERICAN SIGN LANGUAGE SERVICES

1. Name \_\_\_\_\_

Address \_\_\_\_\_

e-mail address: \_\_\_\_\_ Phone numbers: \_\_\_\_\_

2. Skill Level: \_\_\_\_\_ Professionally Qualified \_\_\_\_\_ Language Skilled

The Administrative Office of the Courts has determined that to be Professionally Qualified, one must hold a Legal Specialist Certificate (SC: L) from the Registry of Interpreters for the Deaf Inc. (RID). An interpreter who does not have the SC:L certificate is considered to be a Language Skilled interpreter. A resume should be attached to and become part of the bid.

3. Rates for Interpreting Services:

My services are available at the following rates:

Full-Day Rate: (4 hours to 8 hours, excluding lunch): \_\_\_\_\_

Half-Day Rate: (less than 4 hours) \_\_\_\_\_

Overtime Rate: (all work exceeding 8 hours) \_\_\_\_\_ per hour

In formulating your bid, please be aware that the rates currently established by the Administrative Office for interpreters are:

Professionally Qualified Interpreters:

Language Skilled Interpreters:

Full Day: \$ 355.00

\$171.00

Half Day: \$ 192.00

\$ 92.00

Overtime: \$ 50.00 per hour or part thereof

\$ 28.00 per hour or part thereof

Any bid in excess of these rates must receive prior approval of the Administrative Office before any contract can be completed.

4. Travel Expenses:

I live \_\_\_\_\_ miles from the United States Courthouse, 600 West Capitol, Little Rock, Arkansas.

The Administrative Office established fee schedule covers travel expenses for local travel and travel expenses (mileage and parking) will not be paid if the court interpreter's residence is less than 30 miles from our court location. The current mileage reimbursement rate is 44.5 cents per mile. Parking is available on a variety of private lots and at meters. Parking will not be reimbursed and parking tickets can not be paid for you or reimbursed.

5. The amount of travel and subsistence cost included in the bid should be clearly identified and should recognize that the established per diem rate for members of the judiciary in Little Rock, Arkansas is presently \$\_\_\_\_\_ per day.

6. If your presence will require travel via air, please provide an estimate of the total cost of travel from your residence to our courthouse and return to your residence.

\$ \_\_\_\_\_ which includes the following expenses:

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7. Cancellation Fees: The bid should recognize that the presiding judicial officer may terminate the contract, in whole or in part, when it is in the best interest of the court and payment shall be made only for the services rendered satisfactorily prior to the date of termination. Generally, if the contract is terminated prior to the start of the assignment and the interpreter is not notified by the court of the cancellation at least 24 hours prior to the start of the assignment, the interpreter will be paid compensation for at least a half day's services.

What is your minimum cancellation fee? \_\_\_\_\_

8. The Court will rely on your expertise in determining if more than one interpreter will be necessary to provide adequate services to the juror. Please express your opinion with the regard to the number of interpreters to have available:

For jury orientation: \_\_\_\_\_

For jury selection: \_\_\_\_\_

If the juror is selected to serve,

During trial of the case: \_\_\_\_\_

During deliberations: \_\_\_\_\_

9. The bidder should recognize that the presiding Judicial Officer's selection of a person to serve as an interpreter does not constitute an appointment of that person as an employee of the United States and that the interpreter's relationship to the United States is that of an independent contractor. Further, the bidder should recognize that income taxes or social security taxes shall not be deducted from the interpreter's compensation; those shall be the sole responsibility of the interpreter. The bidder should recognize that the Court cannot select an employee of the government to serve as an interpreter during that employee's assigned work period and cannot select as an interpreter any person provided by a business substantially owned or controlled by a government employee.

10. The interpreter whose name and signature appears below understands that his/her name, Social Security number (or Taxpayer Identification number), documented classification level, address and contact numbers will be listed in the National Court Interpreter Database (NCID), a database internal to the federal judiciary that may be accessed by other federal courts. The interpreter also understands that a mandatory FBI fingerprint check will be required initially and may be conducted every two years and may be considered by the courts in determining the interpreter's suitability to work as a contractor.

11. Bids will be evaluated on the following factors:

- a. Professionally qualified
- b. Available during dates needed.
- c. Previous federal court interpreting experience preferred.
- d. Amount of fee

12. Bids which are accepted are subject to the "Standards for Performance and Professional Responsibility for Contract Court Interpreters in the Federal Courts" and the terms and conditions of the "Contract Court Interpreter Services." These documents are available on the Court's website, [www.are.uscourts.gov](http://www.are.uscourts.gov), under "Contract Opportunity".

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Interpreters Signature

Date: \_\_\_\_\_